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Subject: Division and Branch Meeting Notes
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Division and Branch Meeting Notes
January 22, 2018

Division/Branch Debrief

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- We will need to brief the Regional Administrator on the San Mateo Creek Basin NPL Proposal Tribal consultations. I would expect this will occur in a week or two.
- Need actions items from last week's R6/R9 Tronox Manager's meeting.
- Paperwork Reduction – The Division will need to report on our efforts to reduce the amount of paper in our offices. By next week, we need a baseline (i.e., how many inches of documents do we have in our cubes (and other locations – i.e., closets) that need to be in-filed. The target date for in-filing is June 1st. Please note that Nina or Sharon in Lydia's Section can help us with in-filing. There is blue box on the lateral files just outside the West conference room to place documents for in-filing.
- Annual Report – Deborah could use a few photos for the Grants Mining District write-up.

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